

**UNITED STATES DISTRICT COURT**  
for the  
**Eastern District of Wisconsin**

*Plaintiff(s)*

V.

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## **SUMMONS IN A CIVIL ACTION**

To: *(Defendant's name and address)*

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you receive it) – or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12(a)(2) or (3) – you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or the plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

*GINA M. COLLETTI, CLERK OF COURT*

Date:

*Signature of Clerk or Deputy Clerk*

Civil Action No. \_\_\_\_\_

**PROOF OF SERVICE**

**(This section should not be filed with the court unless required by Fed. R. Civ. P. 4(l))**

This summons and the attached complaint for (*name of individual and title, if any*):

were received by me on (*date*) \_\_\_\_\_.

I personally served the summons and the attached complaint on the individual at (*place*):

\_\_\_\_\_ on (*date*) \_\_\_\_\_; or

I left the summons and the attached complaint at the individual's residence or usual place of abode with (*name*)  
\_\_\_\_\_, a person of suitable age and discretion who resides there,

on (*date*) \_\_\_\_\_, and mailed a copy to the individual's last known address; or

I served the summons and the attached complaint on (*name of individual*) \_\_\_\_\_

who is designated by law to accept service of process on behalf of (*name of organization*) \_\_\_\_\_

\_\_\_\_\_ on (*date*) \_\_\_\_\_; or

I returned the summons unexecuted because \_\_\_\_\_; or

Other (*specify*): \_\_\_\_\_.

My fees are \$ \_\_\_\_\_ for travel and \$ \_\_\_\_\_ for services, for a total of \$ \_\_\_\_\_.

I declare under penalty of perjury that this information is true.

Date: \_\_\_\_\_

*Server's signature*

\_\_\_\_\_  
*Printed name and title*

\_\_\_\_\_  
*Server's address*

Additional information regarding attempted service, etc.: